



**Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
August 20, 2009**

The regular meeting of the Alameda Free Library Board was called to order at 6:12 p.m.

ROLL CALL

Present: Mike Hartigan, President
Karen Butter, Vice President
Gail Wetzork, Board Member

Absent: None

Staff: Jane Chisaki, Library Director
Marsha Merrick, Recording Secretary

CONSENT CALENDAR

An asterisk indicates items so enacted or approved on the Consent Calendar.

- A. *Report from the Library Director Highlighting Activities for the Month of August 2009. Accepted.
- B. *Draft Minutes of the Regular Library Board Meeting of July 8, 2009. Approved.
- C. *Library Services Report for the Month of June 2009. Accepted.
- D. *Financial Report Reflecting FY10 Expenditures by Fund for July 2009. Accepted.
- E. *Bills for Ratification for the Month of July 2009. Approved.

After reviewing the Library's budget numbers for the last five years, Vice President Butter asked why the overall budget was going up instead of down. Director Chisaki explained that some Memorial Fund monies are being used to supplement the City's funding contribution. The Library also got some extra money from the City to pay for utilities and services it had not been paying in previous years. Butter asked Chisaki to provide a revised report with an extra column showing additional expenses, and to have it broken out by City funds as opposed to the non-sustainable memorial fund monies.

With the Library now being broken out into specific programs, the expenditure report also breaks out that way and it is very difficult to get the big picture. Finance is working on building a new report to once again incorporate the information. President Hartigan also pointed out that the Check Register showing payments made in July (period 1 of FY10) showed the accounting period to be 2/10. The payments shown, however, were all made in July. Recording Secretary Merrick will check into this.

President Hartigan asked for a motion to accept the Consent Calendar as presented. Member Wetzork so moved; Vice President Butter seconded the motion which carried by a 3-0 vote.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

Marc Lambert had attended one of the SunCal presentations and said that having a Library at Alameda Point had been mentioned several times. Board Member Wetzork said he had also attended a SunCal presentation that morning, and agreed that building a Library was talked about quite a lot.

UNFINISHED BUSINESS

A. Neighborhood Library Improvement Project (G. Wetzork)

Public Works Project Manager Laurie Kozisek and Chris Noll from Noll & Tam were in attendance to talk about the project. President Hartigan wondered what stage of the process the project was in; Noll said it is in pre-schematic design phase. Hartigan said the Board had a very spirited meeting last month after Alyson Yarus' letter regarding the fee increase had been reviewed, and indicated that fees should reflect what work was being done. It was further noted that the original RFP had been misstated as far as available monies for the project.

Hartigan was disappointed because at the NLIP meeting, Yarus had talked a little about a lighting consultant, but it never went further than that. Now, suddenly, this had been added to the project without any formal approval by the team. Vice President Butter said there had been a lack of communication all around, and something like this should have been well documented. Butter voiced another concern about how to stage construction. It had always been the intent to do the branches separately, but now it seems that the architects were unclear on this point and had assumed these projects would be simultaneous. Noll explained that their proposal had been submitted assuming the work would be simultaneous, and during the interview process found out that would not be the case, so apologized for the poor communication.

Hartigan said if the fee increase is above the 20% contingency for design, they would have to go to Council for an approval, and that certainly wouldn't look good at this early stage. Kozisek said this was only the design contingency and not the construction contingency, and indicated it would not have to go to Council as they were staying within that 20%. Hartigan stated very strongly that he needed Kozisek to be an advocate for the City and not for the architect, and he didn't believe this was the case. Kozisek disagreed, saying that when she got the request for a fee increase, she had done some research on industry standards, and what Noll & Tam were asking for was slightly below that standard. The scope of work had increased and the total dollar figure in the RFP was inaccurate.

Hartigan indicated he was now on board with what was being talked about money-wise, but would like to have seen the NLIP involved in the decision on whether they would need a lighting or furniture consultant. Butter confirmed this point as well. Noll said he would provide a document showing the breakdown of charges for the lighting and furniture consultants.

Roles were discussed. Kozisek is responsible for communicating with the architect and reporting back to Director Chisaki. Chisaki communicates with the Board and the NLIP committee. The NLIP is a decision-making body, and they should have been the ones to reach agreement on the lighting consultant issue. During the design phase, NLIP looks at schematics and decides on interior finishes and furnishings. Hartigan told Noll that the NLIP meetings would be driven by Noll & Tam's schedule. As soon as Noll has something to bring to them, Chisaki will schedule a meeting. If not all members are present, whoever is there will make the necessary decisions. If needed, the NLIP meeting could be directly followed by a Special Library Board meeting. Noll indicated he would like to meet twice with the NLIP; once during schematic design and a second time during design development.

Kozisek asked what she would need to do to get the Board's support. Butter reiterated that communication is absolutely essential, and that Kozisek needs to be the City/Library's advocate. Hartigan said the construction administration fee is the budget issue for him. Kozisek said that industry standards for this are 15-18%, and Noll & Tam is only asking for 12.5%, making this a reasonable fee request. She asked if the Board could come to a decision to move forward, accounting for the error in the RFP on the total monies available for the project.

Due to the RFP inaccuracy, Butter made the following motion: To support paying the architect regarding difference in cost between original and proposed fees through the bidding phase, to reflect the actual amount available in project (2.1 million, not 1.6 million for construction); construction admin not addressed at this time. Member Wetzork seconded the motion which carried by a 3-0 vote. Butter also gave direction encouraging there to be better communication between the architect, project staff and the NLIP committee, to avoid any further delays in the project.

The Board thanked Kozisek and Noll for coming in and talking through the project details with them.

NEW BUSINESS

A. Alameda Free Library Foundation (J. Chisaki)

The Foundation did not meet in August. President Luzanne Eng is busily working on the "Live at the Library" concert series. Three music programs are planned for September 26, October 24 and November 21. The cost will be \$25 per concert or \$60 for the series. The tickets should be arriving the following week.

B. Friends of the Alameda Free Library (M. Lambert)

The next book sale will take place October 16, 17 and 18. Marc Lambert said that the East Bay Express had voted the Alameda Friends of the Library book sale to be the best. The Friends had their first budget meeting and found themselves ahead of projections by about \$1,000.

C. Patron Suggestions/Comments (Speak-Outs) and Library Director's Response

A patron was disappointed to find that the "Last Unicorn" DVD was missing. This item has been added to the re-order list.

LIBRARY BOARD COMMUNICATIONS

Vice President Butter mentioned an e-mail from Audrey Lord-Hausman which talked about a project which is very similar to our California of the Past Digital Storytelling funded by a grant from the State. Supervising Librarian David Hall has a master DVD of stories to take out into the community. Butter wondered what the cost would be to add sub-titles to the stories.

President Hartigan mentioned that the End of Summer Reading Program Celebration was great, and his kids always look forward to it.

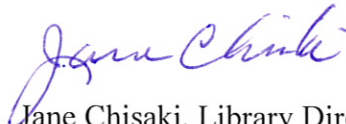
DIRECTOR'S COMMENTS

The League of Women Voters will sponsor a showing of "Iron Jawed Angels", a film about the women's suffrage movement, at the Library this coming Sunday. With school beginning next week, storytimes will also start back up.

ADJOURNMENT

President Hartigan asked for a motion to adjourn the meeting at 8:08 p.m. Board Member Wetzork so moved; Vice President Butter seconded the motion which carried by a 3-0 vote.

Respectfully submitted,



Jane Chisaki, Library Director and
Secretary to the Alameda Free Library Board